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## STRUCTURE AND RESPONSIBILITIES OF THE CIA HONOR AWARDS BOARD

1. Structure. The CIA Honor Awards Board will be organized as follows:
  - a. Membership. The Board will be composed of three Agency officials of the Assistant Director level or equivalent appointed by the Director upon recommendation of the CIA Career Service Board.
  - b. Term of Office. Each member will serve a 12-month term with successive new members appointed each four months. One member of the Board first appointed shall serve for four months, a second member for eight months, and the third for twelve months.
  - c. Secretariat. Secretariat support will be provided by the Secretariat of the CIA Career Service Board.
2. Responsibilities. The CIA Honor Awards Board will be responsible to the CIA Career Service Board for the following:
  - a. Ensuring that the details of the CIA Honor Awards Program are brought to the attention of all Agency personnel;
  - b. Developing of standards for awards and procedures for recommendation and determination of awards;
  - c. Reviewing, investigating, and forwarding with recommendations to the Director of Central Intelligence all award proposals;
  - d. Providing a central point of record for information regarding awards presented to CIA personnel by others;
  - e. Arranging for presentation of awards at a CIA Orientation Program and for announcement of awards in CIA Notices for distribution to all Agency personnel; and
  - f. Such additional responsibilities as may be assigned to it.

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TAB A